

## DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



July 3, 2003

ALL COUNTY INFORMATION NOTICE I-39-03

**REASON FOR THIS TRANSMITTAL**

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | State Law Change                                |
| <input type="checkbox"/>            | Federal Law or Regulation Change                |
| <input type="checkbox"/>            | Court Order or Settlement Agreement             |
| <input type="checkbox"/>            | Clarification Requested by One or More Counties |
| <input checked="" type="checkbox"/> | Initiated by CDSS                               |

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: **NEWLY ADDED ON-LINE AVAILABILITY OF DATA REPORT FORMS**

The California Department of Social Services (CDSS) is pleased to announce additional on-line statistical data report forms have been added to our website.

These forms are in Excel format and are designed for counties to download, complete, and mail electronically to the CDSS Data Systems and Survey Design Bureau (DSSDB). This new process should simplify county data reporting by eliminating manual reporting, providing automatic calculations for certain data fields, and applying data validations that will identify potential discrepancies before report forms are submitted to DSSDB. Once the report has been completed, it can be electronically submitted to a pre-programmed e-mail address with the touch of a single button.

Newly available report forms are as follows:

- Income and Eligibility Verification System (IEVS) Management Report (DPA 482)
- CalWORKs Welfare-to-Work Monthly Activity Report, All (Other) Families (WTW 25)
- CalWORKs Welfare-to-Work Monthly Activity Report, Two Parent Separate State Program (WTW 25A)

Copies of these forms are available on the DSSDB website at <http://www.dss.cahwnet.gov/dssdb/>. Instructions for the use of the forms are included at the site.

All County Information Notice  
Page Two

Over the next few months, CDSS intends to place additional report forms on this website. Future All-County Information Notices will inform counties as the new forms are made available for use.

If you have any questions regarding the completion of the DPA 482 report form, please contact Rick Jenkins at (916) 654-1202. For the WTW 25 and 25A forms, questions should be directed to Kathi Nakashima at (916) 654-1207. Questions regarding technical problems related to downloading or sending the forms, should be addressed to Tom Nguyen at (916) 654-1208.

Sincerely,

***Original Document Signed By  
Lois VanBeers on 7/3/03***

LOIS VANBEERS  
Deputy Director  
Research and Development Division